



TOTUS TUUS of OKLAHOMA
SUMMER CATECHETICAL PROGRAM
Team Member Application
(Due March 15, 2024)

The Roman Catholic Diocese of Tulsa and Eastern Oklahoma ("Diocese") proclaims in word and deed the saving message of Jesus Christ and His Church that all may know, love, and serve Him. The Diocese is committed to equal employment opportunity. The Diocese strives to ensure equal employment opportunities and will make no decisions based upon any factor or status prohibited by federal, state or local law; however, as permitted by Title VII of the 1964 Civil Rights Act and any other applicable federal, state, or local law, the Diocese may prefer Catholic applicants for certain positions within the organization.

The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants. Applicants with disabilities may be entitled to reasonable accommodation. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on the Diocese. Please inform Human Resources if you need an accommodation to complete the application process or otherwise participate in the hiring process.

This application ("Application") is for employment with **Totus Tuus of Oklahoma summer program, a ministry of the Diocese**, a corporation sole, under the Bishop of the Diocese.

Qualified applicants are eighteen (18) years of age or older (prior to May 22, 2024), high school graduate and active in the Catholic faith. Each question must be fully and accurately answered. No action will be taken on this Application until all questions have been answered, the application has been signed and the application has been submitted to the Diocese.

APPLICANT INFORMATION (Please Print)			
Last Name	First	M.I.	DOB
Street Address		Apartment/Unit #	
City	State	ZIP	
Cell Phone	Best Time to Contact:		
E-mail			
(Arch)Diocese	Parish:		
Are you authorized to lawfully work in the US?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, do you require sponsorship (i.e. H-1B) in order to be employed? YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever worked for the Diocese or an entity related to the Diocese?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when and the reason for leaving?
Have you ever been convicted of a felony?*	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:

**Do not disclose any convictions that have been sealed or expunged, including juvenile records. Disclosure of criminal history will not automatically disqualify you from consideration. Each case will be judged on its own merits based on the job-relatedness, nature, and severity of the conviction and how long ago it occurred in compliance with the Policies & Procedures for the Protection of Children & Young People of the Diocese.*

To verify information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? Yes No If yes, specify name. _____

SCHOOL NAME	LOCATION: CITY & STATE	YEARS ATTENDED	GRADUATION DATE (MO/YR)	DEGREE/CERTIFICATE (I.E. BS, BA, ETC.) & FIELD(S) OF STUDY
High School				N/A
College				
Graduate School				
Seminary				



VOLUNTEER REFERENCES (PLEASE LIST THREE VOLUNTEER REFERENCES, NOT RELATIVES.)	
Full Name	Relationship
Organization Name	Phone ()
Address	
Full Name	Relationship
Organization Name	Phone ()
Address	
Full Name	Relationship
Organization Name	Phone ()
Address	
PREVIOUS EMPLOYMENT (PLEASE INCLUDE MONTH, DAY, AND YEAR)	
Company	Phone ()
Address	Supervisor
Duties	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Company	Phone ()
Address	Supervisor
Duties	
May we contact your previous supervisor for a reference? YES <input type="checkbox"/> NO <input type="checkbox"/>	
CATHOLIC FORMATION (PLEASE CHECK ALL THAT APPLY)	
<input type="checkbox"/> I am baptized.	
<input type="checkbox"/> I was confirmed in the Catholic Church at the age of _____.	
<input type="checkbox"/> For the past 12 months I have met my obligation of attending Sunday liturgy and Holy Days of Obligation.	
<input type="checkbox"/> I converted to Catholicism at the age of ____ from the _____ faith.	
<input type="checkbox"/> I attended a Catholic School in grades _____.	
<input type="checkbox"/> I attended a Catholic College/University for _____ years.	
<input type="checkbox"/> Other than in school, I attended religious education classes in grades _____.	
<input type="checkbox"/> I attended youth ministry programs (e.g. CYO) in junior high or high school grades _____.	



I attended Totus Tuus in grades _____.

1. What was your primary reason for attending religious education of any sort?

2. If you are out of high school, have you participated in any Bible studies, religious education classes, Christian fellowship groups, etc.?

3. What is your personal experience/feelings about the religious education you received?

PARISH INVOLVEMENT (PLEASE CHECK ALL THAT APPLY)

- I have taught or assisted in religious education program at a parish.
- I have assisted in a youth ministry program in my post high school years.
- I have served as a reader, Extraordinary Minister of the Blessed Sacrament, altar server, and/or choir member to a parish.
- I have served in a parish in other capacities.

Please elaborate on each of the items that pertain:

MUSIC & LANGUAGE (PLEASE FILL IN THE AREAS THAT APPLY)

What Instruments do you play?	# of Years	Skill Level (Beginner, Intermediate, Advanced)

Please describe any experience you have in playing for liturgy and/or youth ministry events.

Do you speak Spanish?	# of Years	Skill Level (Beginner, Intermediate, Advanced)
YES <input type="checkbox"/> NO <input type="checkbox"/>		

Would you consider yourself fluent?

RETREAT & TEACHING EXPERIENCE (PLEASE CHECK ALL THAT APPLY)

- I have attended approximately _____ retreats at the age(s) of _____.
- I have helped conduct _____ retreats at the age(s) of _____.
- I attended Bible School approximately _____ years during grade(s) _____.



I have helped or assisted in teaching Bible School.

If you helped conduct a retreat or taught/assisted in Bible School, please provide details. Include the name(s) of the retreat or Bible School, the grades and your involvement and position.

For each of the following items, please indicate your experience by selecting a number between 1 and 5, with 5 being the most experience. If you have no experience with a particular item, indicate this with an "NA."

- | | |
|--|---|
| _____ Pray with others. | _____ Develop and act out skits/dramas |
| _____ Small talk with retreatants | _____ Teaching religious education (e.g. CCD) |
| _____ Give personal faith sharing | _____ Teaching non-religious subjects |
| _____ Plan prayer services and liturgies | _____ Care for young children ages 5-7 |
| _____ Maintain order during retreats | _____ Care for adolescent children |
| _____ Provide entertainment for students | _____ Experience with high school age |
| _____ Lead small group discussions | _____ Working directly with Pastors and DREs |

SHORT ESSAY

1. How did you first hear about Totus Tuus?

2. I am applying to Totus Tuus of Oklahoma at this time in my life because...

3. Other than Church related activities, what are your interests and hobbies?

15. Describe the role of your family in the development of your Catholic faith including prayer habits, Mass, etc.

16. Regarding relationships: When my feelings are hurt I tend to....

17. What do you value about being Catholic?

18. Do you consider yourself a leader? Would you like to be a leader? Explain.



19. How do you normally react to criticism, especially from a peer?

20. How do you handle conflict? Be sure to mention what role (mediator, aggressor, etc.) you usually take.

21. Using the scale below, please rate (1-5) yourself in the following:

Almost Always 1	Frequently 2	Sometimes 3	Rarely 4	Never 5
_____ determination		_____ procrastination		_____ loneliness
_____ dependability		_____ fault finding		_____ fatigue
_____ punctuality		_____ assertiveness		_____ fear
_____ opinionated		_____ happiness/joy		_____ self-confidence
_____ moodiness		_____ self-control		_____ friendliness

From the above list, please elaborate on two strengths and two areas of needed improvement.

22. Have you ever considered to what state in life God is calling you, whether it be marriage, priest, religious brother, religious sister, or single? Explain your process of discernment.

ESSAYS

On a separate piece of paper, please answer the following questions in brief detail.

23. Explain your pilgrimage of faith within the Catholic Church.

24. Describe your current life of prayer (when, how, what, etc.).

25. Are there any teachings of the Catholic Church with which you have difficulty? Explain.

26. Explain how we need you and how you need Totus Tuus. Simply, why should we hire you?

SAFE ENVIRONMENT



Have you completed a VIRTUS "Protecting God's Children Training" Session for Adults? If so, please provide the following information:		
Date	Diocese	
Parish/School	City, State	
APPLICANT ACKNOWLEDGMENTS, AUTHORIZATIONS AND AGREEMENTS		
<p>I, the undersigned, understand and agree that this Application does not constitute an offer of employment or an employment contract. I acknowledge that, if subsequently employed, the nature of my employment cannot be altered or modified except by a written agreement signed by the Chancellor of the Diocese. I acknowledge that an offer of employment will be conditioned upon satisfactory proof of my authorization to work in the United States and that my failure to supply such proof in a timely manner will result in termination of my employment without regard for citizenship, national origin, or ancestry.</p> <p>I, the undersigned Applicant, certify that this application was completed by me and that, to the best of my knowledge, all entries on it and information in it are true and complete without any material omissions of any kind whatsoever. I agree that my Application for employment may be rejected, my candidacy for employment disqualified, or my subsequent employment terminated because of false or misleading answers or statements or because of any material omissions of fact made by me in this Application or at any time during the selection process.</p>		
_____	_____	_____
Applicant Name (Print)	Applicant Signature	Date

Totus Tuus exists in several dioceses throughout the United States. Applicants, it is **your** obligation to submit your application for consideration of employment to:

Diocese of Tulsa
ATTN: Totus Tuus
PO Box 690240
Tulsa, OK 74169
(918) 307-4939
youth.office@dioceseoftulsa.org

Revised
August 7, 2023